

Events WG Action Log

Minute	Action	Notes	Date to start action	Assigned	Status	Date Completed
11 th June 2025						
1 & 2	World Wellbeing Week comms	Get posters/information on positive mental health and wellbeing. Get posters/information on volunteering in and around the village – contact local groups/organisations Send the above to Admin for comms posts	18/06/25	CS CS Admin	Complete	23/06/25
3	Agree informal get-together at Westcroft Green Space	Interested Councillors to look round area prior to consultation discussion. Clerk to book in calendar	18/06/25	Clerk	Complete	27/06/25
4 - 7	Arrange potential Sports Day for 28/06/25	Contact groups re event. Check field is available. CANCELLED due to lack of time to arrange	18/06/25		CANCELLED	
9 th July 2025						
EM25/07 4	Arrange another Burial Ground volunteer morning in July	CS not able to arrange for July, Will arrange for August. Liaise with Office and Grounds Team Date chosen 28 th August	Early July	CS	Complete	07/08/25
EM25/07 5	Agree To Hold Open Sports Day in September – day to be confirmed	Contact Recreation Ground Charity to secure a date – initial contact made 18/07/25. Confirmed 14/08/25. Date agreed – 27/08/25 Request Sports Hub is open during, to support Council - confirmed	End of July	CS	Complete	14/08/25
EM25/07 6	Arrange to run Wellbeing Clinics in Welcome Hub Oct-January	CS not able to action till Aug Contact Wellbeing Clinic and arrange dates. Initial contact made 20/08/25, response 22/08/25, passed to Caretaker Supervisor to arrange meeting and agree potential dates. Teams meeting arranged for 11/09/25 to discuss further	End of July	CS Caretak'Sup	In progress	
EM25/07 8.1	Agree Garage/garden sale (Yard Sale)	Date agreed – Sunday 28/08/25 CS not able to further action till August. Put together a poster and work with comms to advertise. Poster approved 29 th Aug. Comms posts arranged with Admin Admin to collate a map on Tuesday 23 rd September to go out to public.	End of July	CS/Admin Admin	In Progress	

CS – Carla Saunders PB – Paul Bridge DS – Deborah Shepherd HS – Hazel Wheatley SP – Sports Hub

Minute	Action	Notes	Date to start action by	Assigned	Status	Date Completed
EM25/07 8.2	Set up Saxilby Wildlife Support Group	Set up a group and liaise with local wildlife rescue/support groups		CS	Not started yet	
EM25/07 8.3	For Council to have a more active role in the Dutch Football Exchange	To liaise with Football group, waiting for their next meeting to get more information		CS	Not started yet	
EM25/07 8.4	Set up an informal Christmas working group	(waiting to get Fun Day out the way first) Liaise with Clerk to set up a meeting with all interested parties – email request to Clerk sent 05/09/25 Aim is to support residents/businesses to plan light switch-on and other related events.	Early September	CS/Clerk	In progress	16/09/25 (First Meeting)
13 th August 2025						
EM25/08 4	Invite councillors to the Burial Ground volunteer session in August	To send out details/invite		Clerk	Complete	21/08/25
EM25/08 5	Bra Bank to be advertised	Comms request went out 19/08/25 for ongoing posts Posters/information to go out on social media, in Foss Focus, noticeboards etc.	Mid-August	CS Admin	Completed	19/08/25
EM25/08 8	Actions relating to Sports Day	Agree £10 hire charge for field – Agreed P&D Aug Liaise with Sports Hub re food vendors – list has been given, waiting for Sports Hub to confirm vendors Agree for rowing machine at event – risk assessment to be in place	20/08/25	Admin/SH PB	In progress	
EM25/08 9	Agree information/activities on Council Stall at Fun Day	Sort out posters/photos, poppies and equipment, cards and float	20/08/25	DS/HW Clerks/Admin	Completed	30/08/25
EM25/08 10	Actions relating to National Recycling Week	Liaise with Admin re: Comms post about potential litter-pick areas Recycled project ideas for comms	20/08/25	CS/Admin	In progress	
EM25/08 11	Support a Halloween/Autumn craft session with the Sports Hub	Sports Hub have suggested Saturday 11 th October – to confirm booking Councillors to support the activities	20/08/25	SP	In progress	

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